



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NEVIN A. PACADA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.68

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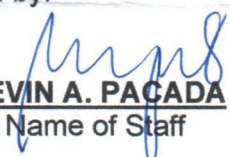
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


NEVIN A. PACADA
Name of Staff

Reviewed by:


REMBERTO A. PATINDOL
Department/Office Head

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nevin A. Pacada**, of the **VSU-Cebu Office** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 - June 30, 2020.

NEVIN A. PACADA

Ratee

Approved:

REMBERTO A. PATINDOL

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Administrative Support Services	No. of docs./items received/picked up and sent/delivered to addressee	Picks up/receives from or sends/delivers docs./items to addressee	15	20	4	4	4	4.00	
	No. of hours assistance to guests who come to Cebu on OB	Assists guests who travel to Cebu for official business	0	0	0	0	0	0.00	None, due to COVID-19
	No. of replenishments, lodging reports, payrolls submitted and monthly cash receipts and disbursements recorded	Prepares and submits replenishments, lodging reports, payrolls submitted and maintains monthly cash receipts and disbursements record	48	51	5	5	4	4.67	
MFO2: Efficient, Timely, & Effective Procurement Support Services	No. of RFQ's, POs, checks, and ACICs received, served and retrieved from suppliers	Checks, selects, and serves to/retrieves from potential suppliers procurement docs. received from VSU-Main	150	166	5	5	4	4.67	
	No. of RFQ's, POs, AOQs, transmittals, and List of Checks scanned to PDF	Scans RFQs, POs, AOQs, transmittals, and List of Checks to PDF for e-filing	102	120	5	5	5	5.00	
	No. of quoted RFQs, POs and AOQs checked, evaluated and signed	Checks, evaluates, and signs quoted RFQs, POs, and AOQs	145	160	5	4	5	4.67	
	No. of invoices/ORs issued with items purchased & picked up	Picks up/handcarries urgent purchased items with issued invoice(s)/OR	15	35	5	5	5	5.00	
	No. of invoices received for items delivered, inspected and recorded	Receives and inspects(per specs) deliveries with invoice & records items in logbook	10	15	4	4	4	4.00	
	No. of transmittals received with items from VSU-Main	Receives incoming transmittals with individual items indicated in it checked	10	12	4	5	5	4.67	
	No. of transmittals with items prepared for shipment	Prepares transmittals by encoding, including checking, marking & packing items for shipment	25	32	5	5	5	5.00	
	No. of RFQs, POs, and for-repair equipment monitored	Records, monitors, and follows up for RFQs, POs, and equipment for repair	250	299	4	4	4	4.00	

MFO3: Efficient and Customer-Friendly Lodging and Liaisoning Services	No. of hours of maintenance/utility works	Assists in installing/repairing fixtures/equipment on minor problems, including plumbing	135	195	4	5	4	4.33	
	No. of hours of liaisoning works	Liaises between VSU staff and Cebu institutions /organizations/personalities for requested clearances, applications, info, items, etc.	20	35	5	5	5	5.00	
MFO4: Innovations and Best practices	No. of documents created to automatically populate data entries	Prepares documents to automatically populate data entries using advance Excel formulas and VBA	7	10	5	5	5	5.00	
Total Over-all Rating								60.01	
Average Rating (Total Over-all rating divided by # 13)				4.62	Comments & Recommendations for Developmental Purposes: Recommended to attend strategic planning, ROAM, and OTP workshops				
Additional Points: Punctuality Approved Additional points (with copy of approval)				4.62					
FINAL RATING				OUTSTANDING					
OBJECTIVE RATING									

Calibrated by:



REMBERTO A. PATINDOL

PMT

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL

OVPAP

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

1 - Quality
2 - Efficiency

3 - Timeliness
4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June, 2020**

Name of Staff: **NEVIN A. PACADA** Position: **Administrative Assistant II**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58				

Total Score						58
B. Leadership & Management (For supervisors only to be rated by higher supervisor)						Scale
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	⑤	4	3	2	1	
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	④	3	2	1	
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	⑤	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	⑤	4	3	2	1	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	⑤	4	3	2	1	
Total Score						82
Average Score						4.82

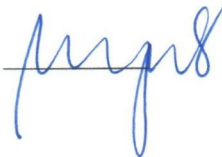
Overall recommendation : _____

REMBERTO A. PATINDOL

Vice President for Administration & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **NEVIN A. PACADA**
Performance Rating: **January 1 to June 30, 2020**

Signature: 

Aim: To enhance his knowledge of new policies/procedures on procurement process under alternative method

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Send him to training on Revised IRR on RA 9184

Result:

Not realized due to COVID-19 pandemic

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


REMBERTO A. PATINDOL
Unit Head